

Harvard Energy Advisory Committee

Meeting December 9, 2009 7:30 -8:30 PM Children's Room, Old Library, Harvard, MA

Final Minutes and Action Items

Attendees: *Brian Smith, Rene Roy, Bill Blackwell, David Fay, Forrest Hodgkins, Eric Broadbent, Bob Vinci, Pat Wenger*

Schedule of Next Meeting: 7:30 PM Wed January 13, 2009
Old Library – Main Floor, Children's Room on right

Action / Topic	Meeting Discussion / Status
1. Approve the minutes of November 11 2009.	Approved.
Energy Retrofit Projects	
2. School Mechanical Upgrades a. Action: Obtain National Grid letter authorizing incentives and on-bill financing. – B. Smith b. Action: Obtain estimated milestone completion dates for mechanical upgrades from B2Q. c. Determine HES Lighting Schedule – B Smith d. DOER Block Grant	2.a – No letter received, Continue to expedite. a. Action: Obtain National Grid letter authorizing incentives and on-bill financing. – B. Smith 2.b Schedule was received and forwarded for review by committee. 2.c – HES Lighting Retrofit was expected to be completed the week after Thanksgiving. 2.d Grant submitted 12/7/09 for the School Mechanical upgrade net costs.
3. Town Building Lighting a. Action - Compile lighting information and send to lighting contractor Prism Consulting. – B.Smith	3.a – The lighting information was submitted to Prism Consulting for the audit to be scheduled. a. Action: Follow up with Prism Consulting for the scheduling of the Town Building Lighting audit. – B. Smith
4. Bromfield/HES Solar Panels Action: Obtain approval of application (BOS, School Committee) – B.Blackwell, E. Broadbent	The application was approved by BOS, Capital Committee and School Committee. The application was submitted prior to the deadline. Approval is to be received by Feb 1. The request for bid needs to address the structural and Data Acquisition System efforts. The goal is to get the structural assessment made prior to the request for bids. Bill met with Val Prest and received an estimate of \$7k to provide a definitive structural assessment. Action: Prepare the request for bid and select either Bromfield or HES. – B. Blackwell/ E. Broadbent
Energy Initiatives	
5. Energy Monitoring Research – D. Fay	David requested Tim Bragan to consider having an electrical circuit in Town Hall monitored as an example to determine the logistics and benefits of a larger monitoring system for the Town. Action: Obtain concurrence from Tim Bragan for monitoring test.- D. Fay
6. Town Energy Policy Action: Create draft Town Energy policy. – B. Blackwell / B. Smith	Not Completed. Any comments forward to Brian. Action: Create draft Town Energy policy. – B. Blackwell / B. Smith
7. Green Communities a. Action – Set up initial team to review the process in preparation for the consulting. – E. Broadbent/B. Smith	Team not set up. Contact DOER to find out schedule. a. Action – Set up initial team to review the process in preparation for the consulting. – E. Broadbent/B. Smith
8. Misc a. Action: Create Town Energy Goal/Project Plan – B. Smith b. Action: Report on 11/17/09 BOS Meeting c. Home Energy Efficiency Presentation by Jeff Rhodin – E. Broadbent	8.a The project plan was presented to BOS and needs to be combined with the Overall Goal. a. Action: Create Town Energy Goal/Project Plan – B. Smith 8.b The BOS Meeting was successful. HEAC presented the Clean Energy Choice Application, the

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d. HEAC Liaison to Town Hall/Old Library Retrofit Team	Six Month Committee update and the annual Energy Baseline update. 8.c – Eric will arrange this presentation for January, likely in the second week. 8.d – Forrest volunteered to help out in this effort to determine plans for Town Hall and the Old Library.
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